



Student Internship Opportunity Administrator
Theory, Simulation & Computation (ADTSC)

Date and Duration of Position: Immediately, Part-Time Academic Year, Full- Time Summer

Position Description: Office Administrators interact professionally with all levels of staff and management in a very busy customer-oriented office environment. Intern will be assigned a mentor who will be responsible for providing instruction, training, and additional information and tools that the student will need to perform assignments successfully. Duties will include calendar management; planning, coordinating, and implementing arrangements for conferences; making travel arrangements; organizing and maintaining files; coordinating purchasing functions using Laboratory systems; entering time and labor and other information into Laboratory systems; processing and tracking approvals for non-US citizens and other visitors; prioritizing and tracking incoming correspondence and communications; and answering telephones, screening information, and relaying appropriate messages promptly. Other general office tasks may also be required.

Major(s): Business Administration or Office Administration preferable

Academic Attainment: Undergraduate (UGS) sophomore – senior

Specialized Skills: Solid working knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint). Strong spelling, grammar, and proofreading skills. Excellent customer service skills, ability to multi-task and learn in a fast paced environment. Initiative and teamwork are essential, as are reliability and organizational skills.

Additional Requirements: Successful candidate for this position must be enrolled in a minimum of 12 credit hours and have a 3.0/4.0 GPA for eligibility. US Citizenship is preferred. The Laboratory requires the successful applicant to complete a pre-employment drug test and maintains a substance abuse policy that includes random drug testing.

Instructions to Student Applicants: To submit a letter of interest for this position please select the "Submit" link below. In the body of your email message explain why you are interested in the position and how your background makes you well qualified. Attach a current resume as a document, text or PDF file and then send the message to the address provided.

Thank you for your interest in pursuing a student internship at Los Alamos National Laboratory.

[SUBMIT TO: adtsc001@lanl.gov](mailto:adtsc001@lanl.gov)